



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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JUN 5 1997

IN REPLY
REFER TO AQBC

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS
COMMANDERS, DEFENSE CONTRACT MANAGEMENT CONTRACT
ADMINISTRATION OFFICES

SUBJECT: DCMC Memorandum No.97-011 , the "Assessment Reporter" and
IOA Process Guidelist (INFORMATION)

This is an INFORMATION memorandum. Target audience: All DCMC employees. The purpose of this memorandum is to provide follow-up information on discussions and action items from the past two Commander's Conferences.

First, a Home Page edition of the "Assessment Reporter" has been posted to the DCMC Home Page under the Assessment Team page. When viewing the Home Page at www.dcmc.dcrb.dla.mil, select "DCMC Teams" and then select "Performance Assessment Team (AQBC)." The "Assessment Reporter" appears in the list of subjects along with the "IOA Process Guidelist" discussed below.

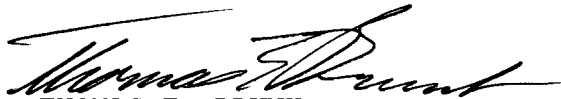
Second, a suggestion was made during the November, 1996 Commander's Conference that DCMC make the Internal Operations Assessment (IOA) guidelists available to CAOs and/or establish a formal, standardized self-inspection program.

a. The Management Control and Assessment Program (Policy Memorandum 97-03, March 11, 1997), establishes a two-part self-assessment program based on the Unit Self-Assessment (USA) and Management Control Reviews (MCRs).

b. Additionally, the IOA Process Guidelist used by IOA teams has been posted to the DCMC Home Page. The guidelist should be particularly helpful for conducting MCRs. The guidelist is a guide only and does not preclude the IOA team from addressing all issues contained in the "One Book," FAR/DFARS or Policy Letters. Caution must also be exercised in using the guidelist, because it may not be updated as frequently as Policy Letters are issued. As established elsewhere, DLAD 5000.4, "One Book," and amending Policy Letters remain our fundamental policy and procedural documents and performance standards for conduct of Contract Administration Services.

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Questions concerning this memorandum may be referred to Mr. Thomas McDonnell, Chief, Performance Assessment Team. He can be reached at commercial (703) 767-2410, DSN 427-2410, or Internet: thomas_mcdonnell@hq.dla.mil.

A handwritten signature in black ink, appearing to read "Thomas E. Brunk", with a stylized, flowing script.

THOMAS E. BRUNK
Executive Director
Operational Assessment
and Programming